



MyWorld WebTracker Approver user manual

Step by step guide showing how to approve time & commission data for further processing by Worldmark payroll.

2/12/2013

IMPORTANT

- Strict timeframes for submitting and approvals to be followed for the data to be processed by payroll.
 - i.e. Consultants can submit the data till 12 PM Tuesday (end of FN (Fortnight) pay run)
 - Approvers can approve till 12 AM (Mid-day Wed for the FN end)
 - Any data approved after this time picked up for processing in next FN payrun.
 - Approvers can apply for logins & update details by submitting the form available on :
www.worldmark.com.au/myworld
-

Once Initial email received from IT Application Support WorldMark;

From: IT Application Support WorldMark
Sent: Monday, 11 February 2013 11:49 AM
To: Manjit Aulakh
Subject: Approval for commission

Dear Mandeep,

testConsultant has submitted time sheet for approval.

Period: 26/12/2012 - 10/01/2013

Dealer: ESSENDON MAZDA

Login to http://192.168.100.66/Wimportal/ts_login.aspx to view details.

Log in to the portal via the link provided; WorldMark will provide you with your unique username and password.



The following is the My World WebTracker portal dashboard:

This screenshot shows the 'TIMESHEET : APPROVER DASHBOARD'. It features two tables: 'Fortnight PayRun Requiring Action' and 'Fortnight Commissions Requiring Action'.
The 'Fortnight PayRun Requiring Action' table has columns: Consultant, Dealer, Period, and Required Approval Hours. It contains two rows:

- testConsultant | ESSENDON HONDA | 26/12/2012 - 10/01/2013 | 7.60
- testConsultant | ESSENDON MAZDA | 26/12/2012 - 10/01/2013 | 22.80

The 'Fortnight Commissions Requiring Action' table has columns: Status and QtyAmount. It contains two rows:

- Awaiting | 1 | 20.00
- Delivered | 0 | 0.00

The background of the dashboard features a stylized graphic with the words 'TIME' and 'WEEK' and various numbers (13, 14, 15, 16, 17, 18) in green and red.

Click on the applicable pay run; each dealer will only see requests pertaining to their specific dealership

This screenshot is identical to the one above, showing the 'TIMESHEET : APPROVER DASHBOARD'. A red circle highlights the first row of the 'Fortnight PayRun Requiring Action' table, specifically the row for 'testConsultant' at EsSENDON HONDA.

The following screen appears where you can see time and commissions entered by the consultant for any particular day;

Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA	--	--	7.60	--	--	--	--	7.60	--	--	--	--	--	7.60	22.80
Work Hours															
Commission	--	--	--	--	--	--	--	20.00	--	30.00	--	--	--	110.00	160.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	7.60	0.00	7.60	0.00	0.00	0.00	7.60	30.40
Total commission	0.00	20.00	0.00	30.00	0.00	0.00	0.00	110.00	160.00						

Color Legend: APPROVED (Green), APPROVED WITH CHANGE (Orange), APPROVAL PENDING (Yellow)

Approve

As the approver, you can choose to approve the time and commission immediately or choose to look at each entry individually; to do this, just click on the time/commission entered (circled above)

When clicking on the time entered, the following will appear;

TIMESHEET : ADD/EDIT WORK HOURS	
Dealership	ESSENDON MAZDA
Date	Wednesday, January 02 2013
Worked	<input checked="" type="checkbox"/>
Requested Hours	7.60
Hours	7.60
Comments	Please approve as soon as possible
Approver Comments	
<input type="button" value="Close"/> <input type="button" value="Save"/> <input type="button" value="<< Prev Day"/> <input type="button" value="Next Day >>"/>	

You can choose to override this if you wish, or click “close” to exit

TIMESHEET : ADD/EDIT WORK HOURS

Dealership	ESSENDON MAZDA
Date	Wednesday, January 02 2013
Worked	<input checked="" type="checkbox"/>
Requested Hours	7.60
Hours	<input type="text" value="7.60"/> 7.60
Comments	Please approve as soon as possible
Approver Comments	

Buttons: Close Save << Prev Day Next Day >>

To override, just delete the 7.60 hours and enter the alternative number. NB: 7.6 hours is the maximum entry for a day as this is what a full days worked is calculated at

TIMESHEET : ADD/EDIT WORK HOURS

Dealership	ESSENDON MAZDA
Date	Wednesday, January 02 2013
Worked	<input checked="" type="checkbox"/>
Requested Hours	7.60
Hours	<input type="text" value="4.0"/> 4.0
Comments	Please approve as soon as possible
Approver Comments	

Buttons: Close Save << Prev Day Next Day >>

Once the correct hours have been entered, click ‘Save’.

You can now see that the time has changed (see below)

Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Work Hours															
Commission	--	--	--	--	--	--	--	20.00	--	30.00	--	--	--	110.00	160.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	4.00	0.00	7.60	0.00	0.00	0.00	7.60	26.80
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	30.00	0.00	0.00	0.00	110.00	160.00

Color Legend: APPROVED (Green), APPROVED WITH CHANGE (Yellow), APPROVAL PENDING (Orange)

Approve

To review the commissions entered, click the commissions box like so;

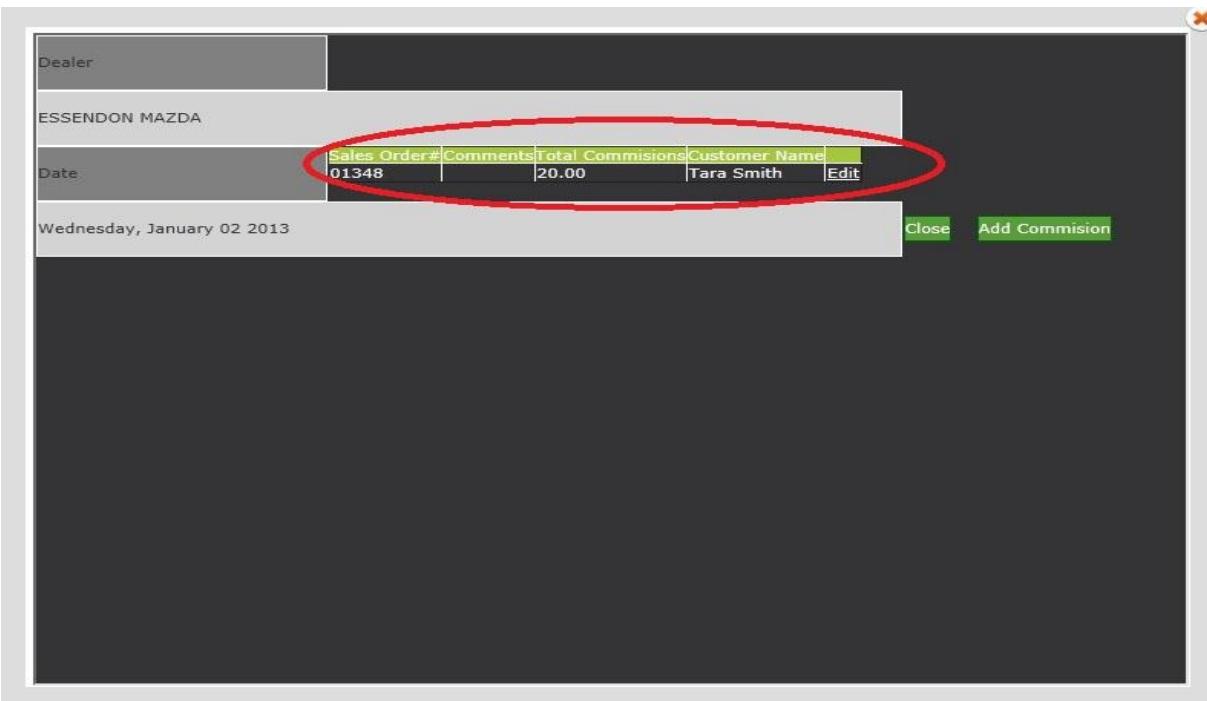
Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Work Hours															
Commission	--	--	--	--	--	--	--	20.00	--	30.00	--	--	--	110.00	160.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	4.00	0.00	7.60	0.00	0.00	0.00	7.60	26.80
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	30.00	0.00	0.00	0.00	110.00	160.00

Color Legend: APPROVED (Green), APPROVED WITH CHANGE (Yellow), APPROVAL PENDING (Orange)

Approve

The commissions entered for this day will appear like so;

If you would like to see further information regarding the commission such as the product/treatment sold, click 'Edit'



In the following screen, the product, customer and delivery status will show. You can save this screen and return to main page, or you can override the details such as commission and delivery status.

TIMESHEET : COMMISSION PRODUCTS

Window Tint	Sales Order#	01348
Crystal Elements	Sale Date	02/01/2013
Defense Pak	ROID	1348
HSV MyCare	Customer Name	Tara Smith
Ming	Stock Number	01365498
MotorOne	Comments	
Platinum Plus	Approver Comments	
Six Star	Delivery Status	Awaiting Delivery
Smartkote		
Streetwise		
Truseal		
VIP		
Vogue		
Waxguard		
X Pack		

Add Products

Product	Retail Value	Commissions	Remove
Fabric	0.00	10.00	
Paint	0.00	10.00	

Back Save

Once the changes are made, click 'Save' and you will see the changes appear like so;

Click save

TIMESHEET : COMMISSION PRODUCTS

Window Tint	Sales Order#	01348		
Crystal Elements	Sale Date	02/01/2013		
Defense Pak	ROID	1348		
HSV MyCare	Customer Name	Tara Smith		
Ming	Stock Number	01365498		
MotorOne	Comments			
Platinum Plus	Approver Comments			
Six Star	Delivery Status	Delivered		
Smartkote	Product	Retail Value	Commissions	Remove
Streetwise	Fabric	0.00	15.00	X
Truseal	Paint	0.00	15.00	X
VIP				
Vogue				
Waxguard				
X Pack				

Add Products

Save

Once saving the commission changes, the following summary screen will appear – click ‘Close’ to return to main screen

Dealer

ESSENDON MAZDA

Date	Sales Order#	Comments	Total Commissions	Customer Name	Edit
	01348		30.00	Tara Smith	

Wednesday, January 02 2013

Close **Add Commision**

Now on the main screen, the time and commission changes are shown;

The screenshot displays a timesheet for the period from 26/12/2012 to 10/01/2013. The grid shows hours worked and commissions for EsSENDON MAZDA Work Hours and Commission. A red circle highlights the '4.00' entry in the row for 02 Wed Jan.

Dealer	26 Wed Dec	27 Thu Dec	28 Fri Dec	29 Sat Dec	30 Sun Dec	31 Mon Dec	01 Tue Jan	02 Wed Jan	03 Thu Jan	04 Fri Jan	05 Sat Jan	06 Sun Jan	07 Mon Jan	08 Tue Jan	Total Hours
ESSENDON MAZDA Work Hours	--	--	7.60	--	--	--	--	4.00	--	--	--	--	--	7.60	19.20
Commission	--	--	--	--	--	--	--	30.00	--	30.00	--	--	--	110.00	170.00
Total Hours	0.00	0.00	7.60	0.00	0.00	0.00	0.00	4.00	0.00	7.60	0.00	0.00	0.00	7.60	26.80
Total commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	30.00	0.00	0.00	0.00	110.00	170.00

Color Legend: APPROVED (Green), APPROVED WITH CHANGE (Light Green), APPROVAL PENDING (Yellow)

Approve

As the approver, you can now approve the time and commission sheet for this fortnight by clicking approve (circled above). The consultant will be notified and WorldMark Payroll will process the pay based on your approval.

Any questions, need assistance or to provide any feedback:

Please email Manjit Aulakh (Payroll Manager): maulakh@worldmark.com.au